

Mayor Joseph Curtatone Summer Youth Program 2007

For Somerville children 6-13 years old

HANDBOOK

First Session:	July 9-13
Second Session:	July 16-20
Third Session:	July 23-27
Fourth Session	July 30-August 3
Fifth Session	August 6-10
Sixth Session	August 13-17

Headquarters for Program is the West
Somerville Neighborhood School located at
177 Powderhouse Blvd.

Drop off and pick-up times are:
8:30a to 4:30p Monday through Friday

Recreation Summer Youth Program 2007

1. General Statement- Recreation Summer Youth Program under the direction of Mayor Joseph Curtatone was designed with intention of creation a structured, fun and safe environment for children in the City of Somerville during their summer school vacation. We are a Summer Youth Program, not a summer school.
2. Dates of Operation-Monday July 9, 2007 through Friday August 17, 2007. Your child may attend one or as many weeks as you would like provided we have openings.
3. Hours of Operation- Monday through Friday, 8:30am until 4:30 pm.
4. Ages of Children-School age children ranging from ages 6-13.
5. Location and Daily Itinerary- Each morning the program will meet at the West Somerville Neighborhood School located at 177 Powderhouse Blvd. at 8:30am and will participate in activities such as games, arts & crafts, sports, and pool use.
6. Fees- The cost of this Summer Youth Program will be as follows:

\$100.00 per week per child
(Includes 40 hours with no additional costs)

Checks or money orders made payable to Somerville Recreation will be accepted as forms of payment. *Cash is not accepted!*

A Non-Refundable registration fee is due at the time of your completed application, this fee of \$25.00 per child/per week will hold a spot for your child in our program.

Example: If you child is attending all six weeks a deposit of \$150.00 is required along with your completed application.

Weekly payments will then be \$75.00 to total \$100.00 per week.

7. Refund Policy-If your child leaves the Summer Youth Program, is removed or suspended, you will not be entitled to a refund for the remainder of that particular week.
8. Registration- Please complete the Summer Youth Program Application in its entirety and forward to Danielle Toppi, Somerville Recreation, 19 Walnut Street Somerville, MA 02143.

The following must be attached to your application at time of drop off:

- a. Copy of your child's Birth Certificate
- b. A recent photo of your child
- c. Recent Physical (within one year) and list of immunizations from child's doctor
- d. Proof of residency, (copy of any bill sent to your Somerville Address
- e. \$25.00 for each child for each week you are enrolling them for

Applications will be date-stamped upon receipt and will be reviewed and accepted on first-come, first-serve basis.

Applications must include all requested information to be accepted!

The first one hundred children per week will be accepted into the camp in an effort to keep the child-counselor ratio to a minimum.

You will receive written notification as to the acceptance of your child to the program.

Payments for subsequent weeks will be due by the Wednesday of the preceding week at 12:00 pm as follows:

Payment Schedule

Week 1 due July 3

Week 3 due July 18

Week 5 due August 1

Week 2 due July 11

Week 4 due July 25

Week 6 due August 8

Only check or money order will be accepted as payment

You may register for various sessions by checking off the appropriate box on your Application, include deposit fee, and make payments as directed above on a weekly basis.

Non-Refundable Registration Fee: At the time the completed application is dropped off, a non-refundable fee of \$25.00 will be paid in the form of check/money order for each week that the child will be attending.

9. **Waiting list for Program-** This program will be filled on a first-come, first-serve basis. Applications for those who were not one of the first to register for the program will remain on file. If a vacancy becomes available, the next applicant for the waiting list will be contacted.
10. **Statement of Confidentiality-** All medical information provided in your application, except for information provided on the Emergency card or consent forms, will be considered privileged and confidential.
11. **Program Operation-** Please note, this is a self-sustaining program. In the event we are unable to fill the program, it may be necessary to make staffing or group adjustments as deemed appropriate by the Recreation Department without prior notification to the parents.

Cancellation of weeks, or the entire program, will be subject to the Mayor's discretion. Parents will be notified accordingly.
12. **Staff-** The Superintendent of the Recreation Department will oversee the day-to-day operation of the Summer Youth Program.
13. **Statement of Non-Discrimination-** This camp is a multi-cultural program that does not discriminate.

14. Swimming at Pool- (If applicable) Lifeguards and certified swim instructors will be available at the pool. Children will follow the pool guidelines and instructions of the lifeguards and Counselors.
15. Community Service- Community service will be incorporated into the schedules on a weekly basis to enable the children to give back to their community. Projects may include painting fire hydrants, washing police of fire vehicles, planting a vegetable garden, painting park fences, painting park benches, and lots more!
16. Sports and Games- Non-competitive, low impact sports and games will be incorporated into the program daily. Games vary from softball, kickball, volleyball, basketball, etc.
17. Field Trips- To add diversity to the camp, field trips will be scheduled and parents will be notified of dates and locations. All children present the day of a field trip will be required to attend. If you wish not allow your child to attend the field trip, you will be asked to keep your child home for that day as all counselors will accompany children during field trips.

Children will bring bag lunches, snacks, and water bottles. The Permission to attend Field Trips form in the application packet will serve as a universal permission slip and will grant permission for each child to attend all field trips unless otherwise indicated by the parent or guardian.

If your child is on routine medication or testing, the parent/guardian, or their designee, will be required to attend the field trip, at their own expense, to supervise or administer the medication or testing.

18. Photography and Videotaping- Children may occasionally be photographed and videotaped throughout the six one-week sessions. Photographs may be placed in local newspapers for advertising purposes. Videotaping may be aired on local cable access television and may be shown to children and staff members.
19. Clothing-Children will be provided with a T-Shirt upon acceptance into the program and for safety purposed and are required to wear their

T-shirt on a daily basis. Two T-Shirts will be given to your child if attending two weeks. Additional t-shirts will be available at the cost of \$7.00 each.

FOR GROUP SAFETY REASONS T-SHIRTS MUST BE WORN.

Children are required to bring a swimsuit, towel, rubber thongs, hat, sunscreen and a water bottle everyday. It is recommended that children take a plastic bag to bring their wet swimsuit and towel and, if necessary, an extra change of clothes.

It is also recommended that children bring an old shirt that they would be allowed to paint with during Arts & Crafts and Community Service projects.

On days that softball games are anticipated, it would be necessary to take a baseball glove. Parents will be notified of such requirements.

Please clearly mark all your child's personal belongings with their full name and telephone number, including his or her backpack, and program T-shirts, using Permanent marker.

Recreation will not be held responsible for any lost, misplaced, damaged or stolen items.

20. Bicycles-Children will not be allowed to ride their bicycles to or from the program.

21. Pick-Up- All children must be picked up **Promptly at 4:30pm** at the West Somerville Neighborhood School. Hours of operation are 8:30am to 4:30pm only.

Any child who is picked up late on more than 2 days will be subject to review by the Recreation Dept. Continuous abuse of late pick-up may result in the child's termination from the program.

If your child is age 12 or 13, you may indicate on your Authorization to Release Child Consent form that your child has permission to leave the program without a parent or guardian. We strongly encourage

parents/guardians of these children to make arrangements for their child to walk home in a group with other children.

It is the responsibility of the parent or guardian to insure that his or her child has arrived at the program safely and has arrived home safely.

22. Sickness or Vacation- Please call Danielle Toppi at 617-625-6600 ext. 2980 between the hours of 8:30-8:45 am to inform the Head Counselor that your child will be absent that day. Attendance will be promptly taken, on a daily basis, at 8:45 am sharp.

It is the responsibility of the parent to keep their child home if their child has any of the following ailments: temperature, diarrhea, vomiting, impetigo, conjunctivitis, strep throat, scarlet fever, chicken pox, ear infections, respirator infections, head lice, scabies, hand-foot-mouth disease or any other contagious medical conditions.

23. Health Care Policies- If a child becomes ill during the course of the day, a staff member will contact the parent or guardian to ask that the child be picked up. The child will be monitored by the Head Counselor until such parent, guardian, or designee arrives to pick up the child.

24. Administering Medications- Prescriptions along with a doctor's note is needed to administer medications.

25. Physical Exams- Every child shall furnish the following prepared and signed by a physician, or nurse practitioner;

- a. Physical examination conducted during the preceding 12 months.
- b. Up-to-Date list of immunizations record.

26. Emergency First Aid- The Head Counselor, or staff member, may perform simple first aid in the event of injury or illness to a child.

In case of major accident, injury or illness requiring immediate medical or surgical care, the Head Counselor/or a staff member will contact 911 and have the child transported to medical facility in order to secure any necessary medical treatment for the child. The Head Counselor will obtain the necessary information and attempt to notify the parent or guardian. The child's parent or guardian shall incur all costs associated with any medical treatment.

27. Emergency Pager Number, Hotline Number and Email Address-

In the event you need to remove your child from the program earlier than 4:30 you may call 617-625-6600 ext. 2980.

28. Fire Alarm Evacuation Drills- In order for an evacuation procedure to be effective in the event of an emergency, each student will need to be familiar with the location of the exits while at the program. Emergency evacuation exercises will be conducted to insure the safety of the children.

29. Behavior Management and Discipline Policy- Children are encouraged to practice social skills that will allow them to resolve conflicts and have their needs met without the use of harmful or destructive behaviors. This is seen as a means of preventing behavioral difficulties between children and lessening the need for disciplinary action on the part of the staff.

When disciplinary situations occur which require intervention, counselors provide the child with clear explanations as to why specific behavior is inappropriate and help them to find alternative behavior that fits within the classroom guideline of behavior. These guidelines revolve around concerns for the safety of all children. If a child is unable to manage his or her own behavior on a particular occasion, a counselor may ask him or her to sit out for a few minutes in order to regain control.

After sitting out for a few minutes, and if further conversation does not remedy the situation, the child's parent or guardian will be contacted and the child will be removed from the program for the remainder of the day.

If child continues to demonstrate unruly behavior, the Head Counselor will inform the Recreation Department, and disciplinary action will be discussed ranging in action from short-term suspension to termination from the program.

30. Conclusion- It is the desire of the Recreation Department to create a structurally safe summer program that is both socially educational and fund for the children residing in Somerville.

This is a summer fun program not summer school!

We hope to encourage a sense of self-worth in children as they volunteer their time to assisting others during their community service assignments and a sense of pride as they contribute their time and effort by making Somerville a great place to call home.

If you have any questions, please do not hesitate to call Danielle Toppi at the Recreation Department at 617-625-6600 ext. 2980.

Thank you for your interest in this fantastic program and we look forward to our First Annual Recreation Summer Youth Program and a great summer!

Recreation Personnel

James Halloran-Superintendent

Donna Callahan-Supervisor

Karen Harrington-Supervisor

Kathleen Houghton-Supervisor

Carol Lane-Supervisor

Elaine Pieroni-Supervisor

Danielle Toppi-Principal Clerk